

UTAH BOARD OF JUVENILE JUSTICE

TRAVEL AND TRAINING APPLICATION FORM

Traveler's Name:

Dates of Conference: (ATTACH CONFERENCE BROCHURE)

Date of Request:

Traveler's Daytime Telephone:

Traveler's Fax Number:

Credit Card Number: _____ **VISA MC AM DISCOVER**
Credit Card Number is Mandatory for Hotel Reservation

Registration Fee: \$ _____

Attach completed registration form.
Allow ten days prior to the registration deadline for a check to issued and mailed.

Accommodations:

Conference Hotel: _____
Check In: _____
Check Out: _____
Rate: _____

Transportation Requirements:

I would like to leave SLC on _____ at _____ am / pm
Date Time

I would like to return to SLC on _____ at _____ am / pm
Date Time

Mode of Transportation:

☐ Airplane (commercial)
☐ Airplane (state owned)

☐ Private Auto
☐ State-owned Auto

☐ Other (specify)

Board Member's Signature: _____

Date: _____

GENERAL OUT-OF-STATE TRAVEL INFORMATION FOR BOARD MEMBERS

REIMBURSEMENT:

Must include original receipts (including airline ticket “coupon”) with reimbursement request. Meals are reimbursed at per diem rates (see below) and mileage is .31 a mile, so no receipts are necessary. The meal allowance includes tips, tax, etc., associated with the meal and the mileage rate includes any parking, storage, etc. Other items not associated with the meals, hotel or mileage reimbursements such as tolls, taxis, buses, etc., are reimbursable (anything over \$20 requires a receipt). The state reimburses baggage tips, but no others such as doorman tips, concierge tips, etc. Board members need to get authorization prior to driving their own car (mileage reimbursement must be equal to or less than airfare expenses).

LODGING:

Out-of-State: All travel arrangement should be made through Doreen Weyland, Commission on Criminal and Juvenile Justice, 101 State Capitol, Salt Lake City, UT 84114, (801) 538-1057. Reimbursement is for actual rate (single occupancy rate only) at a conference hotel, if approved by the division or department director.

PER DIEM:

Meal Allowance (Out-of-State):

Breakfast	\$8.00
Lunch	\$9.00
Dinner	<u>\$17.00</u>
TOTAL	\$34.00

Conference Meals: There is no reimbursement for meals included in the registration of a conference or seminar. **Complimentary continental breakfasts or airline meals** are not considered as *meals* and you do receive per diem.